



HOPI GUIDANCE CENTER

FOSTER CARE SOCIAL WORKER

INTRODUCTION: This class consists of providing a full range of professional social work and child welfare/foster care services for clients and families in accordance with the Hopi Children's Code and in support of the Hopi Social Services Program.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Provides child welfare services/foster home licensing for custodial care of minors-in-need-of care (MINOC) and ensures that service plans are developed in accordance with the Hopi Children's Code, BIA Manual and professional standards:
 - a. On an ongoing basis, recruits potential foster care parents, receives inquiries, provides information to individuals or families interested in applying to become foster home/parents; increases the number of quality foster parent homes on and off the reservation and interviews clients for purpose of screening to determine eligibility for foster custodial care.
 - b. Evaluates foster home environmental factors and personal characteristics of foster care applicants to determine suitability as foster home/foster parents; prepares reports and provides recommendations for types of licensure (i.e., emergency, therapeutic, infant care) and placement criteria (e.g., length of stay).
 - c. Monitors and assures Hopi Foster Home licensing is in compliance; supervises and re-certifies foster homes on an ongoing basis; conducts home studies.
 - d. Assists with foster care placements for minor(s) in-need-of-care, referred through the Child Protective Services.
 - e. Coordinates and collaborates with local courts in facilitating appropriate placement services for children and youth at risk.
 - f. Provides pre-service and on-going monthly trainings for foster parents on topics related to care and custody of children.
2. Provides technical and professional assistance to village and tribal authorities in their appointment of guardians or relative placement for minors-in-need-of-care (dependent children).
3. Performs a full range of social work family welfare services to families experiencing problems due to marital conflict, unemployment, housing, management of funds, non-support, child neglect, etc., which includes working beyond the normal working hours and on-call 24 hours to coordinate provision of child protective services.
4. Participates in program planning for continued improvement of Child Welfare Services/Foster Care Services and provides recommendation in the delivery of services to families and children.
5. Coordinates provision of child therapeutic practice and training for foster parents via liaison with Behavioral Health child and family therapists
6. Maintains client/foster home records and documentation of home related activities; maintains professional confidentiality of records and ensures compliance with quality assurance standards.

7. Compiles and prepares statistical reports and narrative reports of casework activities; prepares other reports required by the funding agency and the Hopi Tribe.
7. Disseminates information on child welfare/foster care services and financial assistance programs to the general public and related agencies.
8. Performs other related duties as assigned or authorized by the supervisor to achieve service goals and objectives.

COMPLEXITY: The work requires great degrees of complexity, including careful and highly ethical decision-making in regard to clients and the delivery of services; firm and sometimes quick decisions are made based upon the assessment of crises oriented social situations. Assignments involve human sensitivity and several phases being pursued concurrently or sequentially with the support of others within and outside of the organization. Decisions regarding what needs to be done includes intensity of effort, feasibility of program, and compliance with applicable guidelines and procedures.

SUPERVISION RECEIVED: Incumbent works under the general supervision of the Supervisory Program Social Worker. The Supervisor identifies the overall objectives, priorities and resources available. Incumbent plans and completes work with a maximum degree of independence, consulting with the supervisor and other professional staff for case management and review. Completed work is reviewed and evaluated for effectiveness, efficiency and compliance with applicable guidelines and procedures. Clinical supervision is provided by the Clinical Supervisory Social Worker.

PERSONAL CONTACTS: Contacts are with the public, local communities, Hopi Tribe, state and federal agency representatives and other related agencies to coordinate, collaborate and facilitate the delivery of services and to foster a network of services. Public contacts often involve situations where information is reluctantly provided or where a client is unable to adequately convey information. Incumbent may be involved in or enter family situations under unpleasant or traumatic circumstances, such as the investigation of reports of suspected child abuse and/or neglect.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is performed in a standard office setting and in the communities. This position requires frequent local and off-reservation travel. The incumbent maintains a flexible schedule to meet the needs of the public and requires 24-hours on-call status. Incumbent is often subjected to great psychological stress with potential risks present when performing investigatory work or entering a violent family situation.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Social Work (BSW);

AND

B. Experience : Two (2) years work experience administering casework and/or case management with children, families and/or foster care program and in the Social Services field:

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Good knowledge of professional social work philosophy, principles, practices and ethics including methods, techniques and case management
Working knowledge of Hopi and Native American values, lifestyles and social-economic conditions
Good knowledge of rules and regulations governing the safety and welfare of Hopi minors
Working knowledge of intervention strategies related to child abuse and neglect

B. Skills:

Verbal and written communication skills to express and present ideas clearly and effectively;
conduct public presentations
Skills in interviewing, problem solving assessment, case planning and counseling
Case management experience and demonstrated expertise
Excellent organizational capabilities

C. Abilities:

Ability to prepare required reports; maintain confidential client records according to quality assurance standards
Ability to conduct research, analyze situations and develop appropriate casework intervention
Ability to establish and maintain effective professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and complete & pass the Hopi Tribe's Defensive Driving Course.
3. Maintain confidentiality of restricted information as required by federal and Hopi Tribal laws.
4. Have no felony convictions.
5. Have no misdemeanor convictions within the past twelve (12) months of application.
6. Have a clean driving record within the past three (3) years and furnish an official Arizona State Motor Vehicle Report upon application.

PREFERRED QUALIFICATION:

1. Speak and understand the Hopi language

REVIEWED BY: _____



Hiring Authority

5/28/08
Date

APPROVED BY: _____



Personnel Director

5-30-08
Date